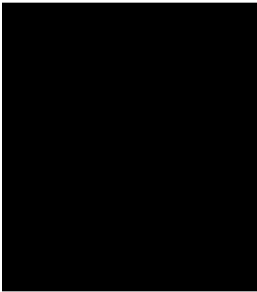




DEPARTMENT OF REPOSITORY & RESEARCH SERVICES

Michael R. Peterson, D.V.M., DrPH
Distinguished Scientist and Chairperson
Date of Appointment - 1 February 1995



Annette R. Anderson, M.S., R.R.A.
Administrator
Date of Appointment - 14 November 1994

MISSION

The department's mission is to support administratively the Institute's missions of consultation, education, and research in pathology. This is accomplished by the maintenance of the AFIP repository, consisting of over 2.5 million case files and associated paraffin blocks, microscopic slides, and wet tissue specimens; the receiving and accessioning of case material sent to the Institute; responding to outside requests for release of medical information and pathologic materials; coding all pathologic diagnoses to be entered into the research data base; performing an administrative quality review of the case files after they have been final reported; obtaining patient follow-up information in support of clinicopathologic correlation studies; and coordinating all administrative requirements concerning the review, approval, and monitoring of research activities. The department also maintains the civilian mailing list for the AFIP *Letter* and the administrator serves as the Institute coordinator for the "Adopt-A-School" Program with Rock Terrace High School, located in Rockville, Maryland. The department also maintains a repository of pathologic materials from closed military medical facilities in accordance with applicable DOD regulations and federal statutes regarding the retention of such material.

ORGANIZATION

The department is organized into four divisions, the Research Office, and the Office of the Chairperson. The divisions and the Research Office report directly to the administrator who is accountable to the chairperson for the day-to-day management of the department. Individual reports for each of these areas follow.

OFFICE OF THE CHAIRPERSON

MISSION

Dr. Michael Peterson, as chairperson, is responsible for marketing the research potential of the AFIP repository to extramural organizations and to encourage collaborative research efforts. He serves as the Institute biostatistics and epidemiology consultant, to include sitting on the Institute's three research-related committees. He is responsible for the overall operation of the

Department of Repository and Research Services and serves as the registrar for the Registry of Public Health and Epidemiology, which he founded.

ACTIVITY SUMMARY

During 1995, Dr. Peterson developed a case-catalog concept and published an AFIP Case Catalog for 1993. This catalog classifies the 50,000 cases that were accessioned by the Institute in 1993 by broad disease categories and demographic variables. The catalog has been widely distributed to interested researchers both inside and outside the Institute.

One of the major accomplishments of 1995 was the establishment of a Registry of Public Health and Epidemiology with support from the American Medical Association. In addition, Dr. Peterson, in collaboration with the Department of Legal Medicine, developed a population-based methodology for evaluating and reporting data on malpractice claims and adverse clinical privilege actions within the Department of Defense.

GOALS

1. Establish closer ties with the Centers for Disease Control through development of a memorandum of agreement.
2. Expand the use of the Automated Central Tumor Registry (ACTUR) in support of epidemiologic studies and increase awareness of ACTUR's value among other cancer research organizations.
3. Provide opportunities for graduate students in public health and epidemiology to use AFIP materials in collaboration with Institute staff members.
4. Obtain funding for research initiatives concerning Persian Gulf War veterans, breast cancer in active-duty women, and Hodgkin's disease, among others.

RESEARCH

Dr. Peterson is currently serving as the principal investigator or the AFIP responsible individual on the following research protocols:

1. Mortality-Associated Unintentional Injuries within the Active-Duty DoD Population.
2. The Risk of Testicular Cancer Among U.S. Military Servicemen.
3. Investigation of the Association of Class II HLA-DR Alleles and Death Due to Measles Infection.

PRESENTATIONS

Dr. Peterson gave the presentation "Armed Forces Institute of Pathology--An Epidemiologic and Public Health Resource" at the following locations on the dates specified:

1. May 4, 1995: National Cancer Institute, Environmental Epidemiology Branch, Epidemiology and Biostatistics Seminar, Bethesda, Md.
2. June 1, 1995: Institute of Medicine, Medical Follow-up Agency, Rockville, Md.
3. June 21, 1995: Annual Meeting of the DoD Automated Central Tumor Registrars, Miami, Fla.
4. June 26, 1995: Centers for Disease Control, Atlanta, Ga.
5. December 8, 1995: Johns Hopkins University School of Hygiene and Public Health, Epidemiology Department, Baltimore, Md.

RESEARCH OFFICE

MISSION

The Research Office reviews and processes protocols submitted by AFIP researchers for approval and funding. The Research Office ensures that all administrative requirements have been met in the formulation of the protocol and maintains the official protocol files. This office is also responsible for coordinating the activities of the AFIP Research Committee, the Human Subjects Committee, the Biosafety Committee, and the Laboratory Animal Care and Use Committee. It monitors the status of conditionally approved projects and pilot studies and publishes a monthly status report of all active protocols within the Institute. In addition, the Research Office is responsible for coordinating the publication of the AFIP Annual Research Progress Report.

STAFF

Annette R. Anderson, M.S., R.R.A., Administrator
Frances E. Miller, Secretary

ACTIVITY SUMMARY

The Research Program during calendar year 1995 included 216 in-house projects, extramural grants, and research contracts and agreements. This is slightly less than the previous year. Approximately one third of these protocols received some form of outside funding, either from other military or federal agencies or from the civilian sector.

During 1995, 64 new research protocols were submitted to the AFIP Research Committee and 64 (not necessarily the same protocols) received final approval to proceed. Some of those approved had received conditional approval in 1994. The remainder of the protocols submitted either received conditional approval pending receipt of extramural funding or completion of various administrative requirements, or they were withdrawn by the investigator.

In April 1995, the Research Office coordinated the first joint meeting of the ARP and AFIP Research Committees. The committees met jointly to evaluate presentations from researchers applying for grants under the joint AFIP/ARP Research Program and divided into their respective committees for voting. This proved very successful, and plans are to continue this format in 1996.

The Research Office also launched an initiative in 1995 to make all required research forms available in an electronic format. So far, the AFIP Research Protocol Short Form (AFIP Form 50-2-R) and the AFIP Animal Use Proposal (AFIP Form 50-7-R) have been converted to an electronic format, available on disk in the Research Office or through the Institute SOP electronic mail bulletin board.

A major accomplishment of 1995 was the revision of the AFIP Contributors Manual, as well as the Step-by-Step Guide to the Research Protocol Submission Process. In addition, AFIP Regulation 40-9, Case Accessioning, Processing, and Storage, was revised in preparation for the January 1996 CAP inspection. AFIP Regulation 40-11, Materials Retention and Disposition, was also combined with AFIP Regulation 40-1, Maintaining Case Materials in the Department. A comprehensive audit of the AFIP civilian mailing list was also undertaken in 1995, eliminating many duplicate addresses.

Through the generosity of the American Registry of Pathology, a one-year subscription to the Sponsored Information Network (SPIN) was purchased in October 1995. This is a commercial data base that can be accessed on-line through a terminal located near the Research Office. SPIN contains comprehensive information on research-funding opportunities, fellowships, and award programs, both federal and nonfederal, covering a wide variety of subject areas. The Research Office has also made this data base available for use by researchers at Walter Reed Army Medical

Center and the Walter Reed Army Institute of Research.

The Institute's relationship with Rock Terrace High School continued in 1995. Again, over 20 students worked at the Institute in the capacity of volunteer student aides, paid part-time workers, and summer hires. Most of the students continue to work in the Materials Repository Division. However, this year several students also worked in the Pathology Data Division and the Receiving and Accessions Division. A group of volunteer students and their instructor were also instrumental in facilitating the temporary relocation of the slide repository. The department administrator continues to serve as the Institute coordinator for this worthwhile program.

GOALS

1. Work with the Resources Management Division and the Executive Committee in establishing procedures to improve accountability of research resources utilized and the timely submission of required reports.
2. Revise AFIP Regulation 70-1, Research and Investigation Program.
3. Obtain an NCOIC to assist the administrator in managing the day-to-day operations of the department.
4. Design and develop an exhibit concerning functions of the Department of Repository and Research Services. The exhibit will be used at national medical and public health meetings to showcase the research potential of the repository.

PATHOLOGY DATA DIVISION

Joyce D. Manus, A.R.T.
Chief

Date of Appointment - 19 October 1975

MISSION

The Pathology Data Division is responsible for abstracting, coding, and classifying all Institute accessioned cases on which an AFIP pathologist has rendered a final report. The staff assigns a numerical code based on the Systematized Nomenclature of Pathology (SNOP) coding system and enters this, along with available patient demographic information, into the Institute's research data base. The division also performs administrative quality control checks of all the records before sending them to the Records Repository Division for permanent file or entry into the Institute's optical disk imaging system. Records with identified discrepancies are forwarded to the pathologist responsible for the case to be completed or corrected. Compliance is monitored and statistics regarding discrepancies and quality assurance trends are reported to the AFIP Quality Assurance Committee on a monthly basis. The division is also responsible for the retrieval of demographic and diagnostic data from the research data base to assist Institute staff members in their research and teaching endeavors. Retrieval is accomplished through the use of SNOP codes and/or natural language using the Pathology Natural Language Retrieval System (PANLARS).

The Pathology Data Division also provides administrative support to researchers by obtaining patient follow-up information in support of approved clinicopathologic correlation or descriptive pathology studies. Contacts with contributing pathologists, hospitals, tumor registrars, patients, military records centers, and clinicians are attempted in order to obtain the most complete

information possible. National Death Index (NDI) searches are accomplished at the request of the investigators, as are subsequent requests to the various states for copies of any death certificates. All requests for NDI searches must be coordinated through the Pathology Data Division and the Research Office.

STAFF

Joyce C. Manus, Chief, Medical Records Librarian
 Toni Dickens, Lead Medical Records Technician
 Janice Powell, Medical Records Technician
 Terry Lloyd, Medical Records Technician
 Tammie Miles, Medical Records Technician
 Jacqueline Pinnix, Medical Records Technician
 Celeste Brannon, Medical Records Technician
 Frances Wise, Medical Records Technician

ACTIVITY SUMMARY

The division's workload for 1995 compared with that of 1994 follows:

| Workload Factor | 1995 | 1994 |
|-----------------------------------|--------------|--------|
| Cases Received | 50,835 | 47,883 |
| Cases Completed | 48,160 | 51,190 |
| Total Backlog | 3,597 | 922 |
| Cases Coded | 46,500 | 49,509 |
| Cases Input | 46,259 | 49,663 |
| Cases added to PANLARS | 56,578 | 53,650 |
| Diagnostic Retrievals | | |
| Prior to 1970 (SNDO) | 159 | 137 |
| From 1970 (PANLARS/SNOP) | 1,239 | 462 |
| Follow-Up Studies Received | 16 | 7 |
| Follow-Up Studies Completed | 6 | 6 |
| Follow-Up Studies Pending | 10 | 2 |
| Completion | | |
| NDI Searches | 3 | 7 |

The end of 1995 saw a substantial increase in the backlog of cases to be coded. This increase was largely the result of the two government furloughs during November/December 1995, as well as the loss of the assistant division chief position. This backlog should be eliminated in early 1996, if no further furloughs of our Department of Veterans Affairs employees occur. Additionally, the number of searches performed over the research data base increased dramatically in 1995. This increase was mainly the result of support provided for development of the AFIP case-catalog concept. The number of studies received for the performance of follow-up also increased substantially during 1995.

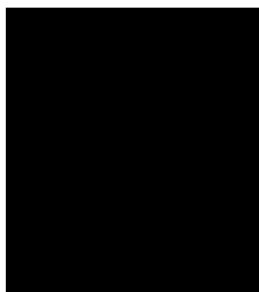
During 1995, several Pathology Data Division personnel were trained on how to perform data base searches, providing back-up for this function within the division itself instead of having to rely on Automated Management Services Division personnel. Also, the PANLARS data base and the Contributors Consultation Request form (AFIP Form 288-R) were changed in order to bring our collection of race/ethnicity data in line with the classifications mandated by the Office of Management and Budget (OMB).

GOALS

1. Begin searches required for the 1994 AFIP Case Catalog.



2. Implement the Pathology Information Management System (PIMS), which is designed to improve case accessioning and to automate the coding process using the SNOMED and ICD-9 coding systems.
3. Train division personnel in the SNOMED and ICD-9 coding systems.
4. Publicize and encourage expanded use of the National Death Index search capabilities, as well as the similar capabilities offered by commercial services.
5. Implement a prospective follow-up service, similar to a tumor registry, for those departments interested in initiating long-term studies that require continuous patient follow-up.
6. Study the administrative quality assurance review process and offer recommendations for change to increase efficiency and accountability.
7. Develop closer ties with the Automated Central Tumor Registry to include the ability to upload AFIP accession numbers directly into the system as required.



MATERIALS REPOSITORY DIVISION

Kenneth A. Rawley
Chief
Date of Appointment - 11 April 1982

MISSION

The Materials Repository Division processes, stores, and retrieves accessioned formalin-fixed tissue, microscopic glass slides, and paraffin blocks in support of the Institute's consultation, education, and research missions. In addition, a tissue grossing laboratory is maintained for use by Institute staff. The division also maintains a repository of pathologic materials and reports from recently closed military medical facilities.

STAFF

Kenneth A. Rawley, Chief
Melvin W. Lynch, Assistant Chief
Alfonzo Riddick, Materials Handler Supervisor
Gregory Corbin, Materials Handler Work Leader
Thelma P. Best, Materials Handler
Ronald L. Duell, Materials Handler
Wayne Hamilton, Materials Handler
Woodrow Williams, Materials Handler
Willie Lovett, Materials Handler
Della M. Owens, Materials Handler
Larry Middleton, Materials Handler
James C. Stinney, Materials Handler
Augustus Joyner, Materials Handler
Audrey E. Tinker, Materials Handler
Marvin L. Alston, Materials Handler/Driver
Jennifer Johnson, Materials Handler
Kendrick Summers, Materials Handler

James Eady, Materials Handler
 Ronald Parker, Materials Handler
 Carolina Baltadano, Materials Handler Clerk

ACTIVITY SUMMARY

The division's workload statistics for calendar year 1995 as compared to 1994 are as follows:

| Workload Factor | 1995 | 1994 |
|---------------------------------------|---------|---------|
| Block File/Retrieval..... | 220,459 | 235,592 |
| Actions | | |
| Tissue Preservation | 16,073 | 14,204 |
| Tissue File/ Retrieval | 39,666 | 43,520 |
| Actions | | |
| Bulk Shipments Processed | 718 | 496 |
| Returned Case Materials | 17,855 | 13,565 |
| Slide File/Retrieval | 170,824 | 173,401 |
| Actions | | |
| Cytology Slides Filed/Retrieved | 8,445 | 12,252 |

A repository for pathologic materials from military medical facilities scheduled for closure was established in 1993. During 1995, pathologic material was received from three closed facilities. At the end of 1995, a total of 14 military medical facilities had forwarded materials to the AFIP since 1993. This material consists of approximately 144 pallets of material, of which 44.4% belonged to Army facilities, 40.2% to Air Force facilities, and 15.4% to Navy facilities. Additional shipments are anticipated from March AFB, the Oakland Naval Hospital, and Fitzsimmons Army Medical Center in 1996. Toward the end of 1995 a senior Institute manager was detailed to the Department of Repository and Research Services to assist in the organization and management of this material. A comprehensive inventory of the number of pallets and boxes received from each facility was accomplished, and the material was reorganized within available space with the help of military details. By the end of 1995, 1,755 linear feet of shelving was procured and installed in a storage room at the Institute's Gaithersburg warehouse to house part of this material. Actual shelving of the material will take place through the use of additional military details in early 1996.

A major project to procure and install a Twin Bin Slide Carousel system for the Materials Repository in Bldg 54, Room B080, was awarded. This project will significantly increase the amount of storage space available in-house to store slides. Installation of the system is scheduled to begin in February 1996. Space for the installation was made available with the help of volunteer students from Rock Terrace High School by moving the current in-house slide repository to the old photography studio.

The design specifications for an addition to the repository at Forest Glen were also finalized. This new addition will provide 16,000 square feet of needed storage space. The contract is due to be awarded in early 1996, with ground breaking to take place in June 1996. The transfer of the paraffin blocks to new, more space-efficient storage containers was continued, increasing block storage space by an additional 5%. The project will continue into 1996. Additionally, the slide retrieval areas in B080 were recarpeted. The Photography Lab, located above Room B080, was relocated, thus eliminating the cause of flooding in previous years that generated the need for the recarpeting of these areas.

GOALS

1. Complete the transfer of paraffin blocks to the new, more space-efficient containers.
2. Obtain additional space for the Base Closure Repository and continue to reorganize material by

facility, material type, and year of procedure. Begin destruction of material per established guidelines.

3. Track the progress leading to construction of the repository addition.
4. Continue to pursue the renovation of the tissue grossing laboratory.
5. Upgrade the exhaust hood system at the Forest Glen Annex to meet industrial hygiene specifications and to comply with OSHA standards. This would eliminate the requirement for respiratory protection in this area.
6. Ensure efficient upload of slides into the new carousel storage system once it is installed and reorganize space within the repository to include the records filing cabinets.

RECEIVING & ACCESSIONS DIVISION

Myra A. Moxley
Chief

Date of Appointment - 12 October 1993

MISSION

The Receiving and Accessions Division is responsible for the receipt and accessioning of all pathology cases submitted for consultation, education, and research from the Department of Defense and other federal agencies, including the Department of Veterans Affairs, and from civilian pathologists from all over the United States and the world. The division also is responsible for running a messenger service that picks up and delivers pathologic case materials throughout the Institute at least four times each day. In addition, all express and courier mail is received and processed by the division as required.

STAFF

Myra A. Moxley, Supervisory Medical Records Technician
Rosetta Jackson, Supervisory Medical Records Technician
Gloria Countiss, Lead Medical Records Technician
Norma Garey, Lead Medical Records Technician
Delorise Harvey, Lead Medical Records Technician
Luke Howell, Lead Medical Records Technician
Adrian Bingham, Medical Records Technician
Geraldine Carpenter, Medical Records Technician
Sophia Coward, Medical Records Technician
Irene Ford, Medical Records Technician
Velda Fowler, Medical Records Technician
Constance Gaston, Medical Records Technician
Reginald Harriday, Medical Records Technician
Juanita Howard, Medical Records Technician
Travis Jones, Medical Records Technician
Kenny Melton, Medical Records Technician

Adrienne Newton, Medical Records Technician
Stephen Banda, Accessions Clerk
Emily Hewitt, Messenger
Ocie Reynolds, Messenger

ACTIVITY SUMMARY

The division's workload statistics for calendar year 1995, compared to 1994 are as follows:

| Workload Factor | 1995 | 1994 |
|---------------------------|--------|--------|
| Cases Accessioned | 51,761 | 49,147 |
| Federal Accessions | 29,545 | 26,364 |
| Civilian Accessions | 22,216 | 22,783 |
| Cases Put on Hold | 1,651 | 1,452 |
| (Did not meet matrix) | | |

This past year the Receiving and Accessions Division implemented several new initiatives to improve the efficiency and accountability of our case accessioning process and to facilitate communication with our contributors. To improve the timely processing of incomplete cases, the case hold sheet was redesigned to facilitate decision making by the staff pathologists by offering check-off boxes concerning the disposition of the case. In addition, a new cover sheet was designed for our VA claims cases to ensure appropriate routing and accountability of materials. We also began faxing case acknowledgements to those contributors requesting consultation for patient care who provided a fax number. The form indicates the AFIP accession number assigned, the date accessioned, the pathology department assigned, and the assigned pathology department's telephone number.

Due to the continued draw down in government personnel, the ARP personnel assigned to the division as messengers were cross-trained this year to assist in receipting and accounting for all the express mail. They were also trained to open the mail, account for all the materials, and prepare a case for accessioning. Their assistance in performing these tasks between their delivery runs has enabled the accessioning clerks to concentrate on the actual accessioning of the cases.

GOALS

1. Install a Power Ship computer for tracking receipt of the Federal Express cases.
2. Continue to improve the quality assurance review program for accessioning leaders and formalize procedures for tracking employee productivity and error rate.
3. Implement the case accessioning and tracking module of the Pathology Information Management System.
4. Obtain funding through ARP for a third messenger and hire an additional medical records technician against one of our vacant slots.
5. Obtain a facsimile machine dedicated to transmitting case acknowledgements to contributors.

RECORDS REPOSITORY DIVISION

Mercedes E. Davis
Chief
Date of Appointment - 2 October 1995

MISSION

The Records Repository Division is responsible for the receipt, storage, maintenance, and retrieval of pathologic case files, whether stored on microfiche, optical disk, or in paper form. As part of this process, the division also scans selected pathologic case files onto an optical disk-based data base. In addition, the division is responsible for processing all requests for the release of information from the pathologic case files, as well as requests for the loan or return of submitted pathologic materials, to include slides, paraffin blocks, and wet tissue specimens. The division also serves as the central point for coordinating all in-house retrieval requests, to include requests for slides, case folders, paraffin blocks, and formalin-fixed tissue.

STAFF

Mercedes E. Davis, Chief, Medical Records Administrator
Louise Matthews, Lead Medical Records Technician
Eva D. Duncan, Medical Information Release Specialist
Erma Campbell, Medical Records Clerk
Rick L. Deshazo, Medical Records Clerk
Renee Sutton, Medical Records Clerk
Lenora Vaughn, Medical Records Clerk
LaRhonda Jackson, Medical Records Clerk
George Fanning, File Clerk
Ada L. Lofton, Supervisor, ARP Scanning Section, ARP
Serita Hewitt, Medical Records Clerk, ARP
Eva D. Fort, Medical Records Clerk, ARP
Gail A. Crummel, Medical Records Clerk, ARP

ACTIVITY SUMMARY

The division's workload statistics for calendar year 1995 as compared to 1994 are as follows:

| Workload Factor | 1995 | 1994 |
|------------------------------------|---------|---------|
| Retrieval Requests | 3,384 | 2,972 |
| Folder Actions | 104,680 | 108,990 |
| Microfiche Duplicated | 2,094 | 2,833 |
| Information Release Requests | 1,419 | 1,394 |
| Loan Follow-up Actions | 757 | 933 |
| PADSTARS Images Processed | 558,111 | 407,564 |
| Number of Cases Archived | 54,332 | 40,784 |

During most of 1995, the Records Repository Division suffered from a severe personnel shortage due to the restrictions placed on hiring as a result of the government draw down. At the end of March 1995, Mrs. Ada Lofton, who had been Chief of the Records Repository Division for almost 13 years, retired. This position was vacant until October 1995, when Ms. Mercedes E. Davis was hired.

In addition, the problems confronting Congress in passing the FY96 budget affected our ability to hire under the ARP umbrella contract, causing two of the four positions in our ARP Scanning Section to remain vacant for several months.

As a result of these shortages, the responsibility for pulling microscopic slides from the in-house repository in response to retrieval requests was transferred to the Materials Repository Division. Records Repository personnel now only pull microscopic slides when associated with previously indexed (PI) cases. Also, while the number of cases uploaded into our PADSTARS data base increased from last year, this increase was not as much as it could have been if the division had been fully staffed.

In spite of these problems, division personnel managed to undertake a complete reorganization of the dummy folder file, resulting in a substantial improvement in the number of cases resolved. A new method to log in and track retrieval requests was also implemented, which has improved accountability for timely filling of requests by the records clerks.

GOALS

1. Expand use of PADSTARS for case retrieval by testing on-line retrieval function in at least two pathology departments.
2. Obtain a disposition decision regarding the case files that have already been imaged.
3. Computerize the loan suspense system for the Information Release Unit through implementation of a specific module of the Pathology Information Management System (PIMS).
4. Investigate enhancements to PADSTARS to include the imaging of photographs and x-rays.
5. Improve the management of "dummy" folders through the implementation of periodic audits.
6. Reorganize microfiche index files to cut down on wear and tear of index guides and determine filing organization of loose paperwork pertaining to these files.
7. Implement the PIMS/PADSTARS interface to improve access to record location information and enable better tracking of records within certain number series that have not been imaged.